

Starting the Training

1. Open your Internet Explorer browser.
2. Key www.don-ebusiness.navsup.navy.mil in your browser address universal resource locator (URL) bar and click "Enter" on your keyboard. Click on "Purchase Card Training" on the left under "Quick Links". Click on "NKO web-based training login" in the "DON Purchase Card Training" area. You will receive the NKO Login/Registration page.

[Note: You may access NKO directly by keying <https://wwwa.nko.navy.mil/loginebus.jsp> in your URL bar and then clicking "Enter" on your keyboard.]

3. On the NKO Login/Registration page, click on "NKO Registration" if you are a new user and follow NKO's directions to complete your registration. If you already are a NKO user, key in your NKO User Name and Password and click on the arrow (leave the Low-Bandwidth Version box unchecked). You will receive the NKO Home page.

NKO offers its users many functions and capabilities. The directions in this document are exclusively for access and use of the DON eBusiness Purchase Card training courses. Use NKO's "?Help" feature for answers to your questions regarding their website.

[Note: If you have problems registering or logging into NKO, use the NKO Help feature at the bottom of the NKO Login/Registration page.]

4. On the NKO Home page, make certain that you see your NKO user name. (Your user name should appear on the Home tab beneath "Home". If you do not see your NKO user name, logout and try again.) Click on "My Education Page" on the left side under Education under RESOURCES.

NKO Instructions for
DON eBusiness Web-Enabled Purchase Card Training
July 2004

5. On your “My Education Page”, click on “Click Here To Access Navy E-Learning”. You will receive your “e•learning NAVY” page.

[Note: If you receive a page with a “REGISTER” button, it means you have not previously registered with Navy E-Learning. Click on “REGISTER” and follow the Navy E-Learning directions to complete your registration.]

6. On your “e•learning NAVY” page, click on “Browse Categories” on the left side of the screen in the “Content” area. Next, click on “US NAVY Courses”, then “DON eBusiness Training”, then “Purchase Card”, followed by your desired course.

[Note: The DON Purchase Card Head of Activity, Approving Official, Agency Program Coordinator and Cardholder courses are currently available at this location.]

7. After clicking on your course selection, you will be presented with the course description information. Click on “Enroll Now” and your “My Enrollments” page will be displayed. Locate your course and ...
 - Click on “Launch” to begin the course. The “CourseViewer” window will open. Click the course title to begin.
 - Click on the plus (+) sign to see all of the course lessons.
 - Click on the first lesson. You will receive the lesson topic menu screen. Each lesson displays a topic counter in the upper right portion of the screen that indicates the number of topics in the lesson.
 - Click on the lesson topic in the left portion of the screen. To start the lesson topic, you must click on the topic name where it says “View:”, followed by the topic.

NKO Instructions for
DON eBusiness Web-Enabled Purchase Card Training
July 2004

- When the lesson topic begins, follow the navigational features of the courseware. For example, click the forward arrow to go to the next page, the backward arrow to go to the previous page, etc. A yellow blinker above the forward arrow indicates that the audio's finished and you can go on to the next page.
- At the end of each lesson topic, you may receive a pop-up box that reads, "The Web page you are viewing is trying to close the window. Do you want to close this window?". Click "Yes". You will then be taken back to the lesson topic menu. Click "X" in the upper right corner of the lesson topic menu screen to go back to the course lesson menu page after you've completed all of the lesson topics. Continue until you have completed all of the course lessons.

Exit the Course

You may Save and Exit your course at anytime. However, Navy eLearning currently bookmarks only at the lesson topic level, not at the page level. Therefore, you may wish to continue to the end of a lesson topic before you save and exit your course.

Logging Out

Always remember to log out of your Navy eLearning/NKO session when you are finished or want to stop the session.

For Navy eLearning, click on "EXIT" in the upper right area of your "e•learning NAVY" page.

For NKO, click on "Logout" in the upper right area of the NKO Home page.

You may also have received a "NKO Messenger" window when you logged into NKO. You also should "Logout" of this session.

Getting a Certificate

1. You must complete all course lessons before you are permitted to take the course Final Assessment. You must score at least 90% on the Final Assessment to successfully complete your training and receive a certificate. You will be given 3 tries to achieve 90%. If you fail to meet the passing score in 3 tries, you will be required to repeat the training and the assessment.
2. Click on "Take Assessment" to begin the test.

You may either click on the forward/backward arrows to navigate through the assessment, or, you can click on the page numbers in the upper left corner. You must answer all test questions.

3. Click on "Score Test" to review your test results. You will be given the opportunity to review any questions incorrectly answered. If you score at least 90%, you do not have to retake the assessment unless you wish to do so. If you score less than 90%, you must take the assessment again. It is advised that you review the topic material relating to your incorrect answers before retesting. When you are finished testing, click on "Close". You will then return to the course lesson menu screen. Click on "Save and Exit" located on the left of the screen. You will now receive your "My Enrollments" page.
4. Click on the refresh icon on your "My Enrollments" page.

You must refresh your screen after exiting your course in order to get your latest status from Navy eLearning. Click on the "Refresh" icon just above "My Enrollments".

5. To view your course completion certificate, click on "My Transcripts", located on the left of your "My Enrollments" page. You will receive your "My Transcripts History" page.
6. Locate your course and click on the printer/certificate icon on the right of the screen. Your certificate will be displayed. To

print a copy, right click your mouse, then click on "Print". A printer pop-up box will appear so that you can choose your printer, settings and layout. Click "Print" when you are ready to print the certificate.

Some Troubleshooters

1. Head of Activity course

- Lesson 2, page 26, click on the back arrow to continue

2. Navy eLearning connection

- Session timeout? You probably will receive a Navy eLearning redirection page. Follow the instructions to re-establish your session.
- Session froze? If your Windows Task Manager (Ctrl+Alt+Delete) shows your session/s as not running, end all of your Navy eLearning and NKO sessions by clicking on each task, then "End Task"; close your Task Manager window, close your browser, re-open your browser and reconnect to NKO, Navy eLearning and your training course.
- Unable to bring up the assessment? Your session probably timed out or your session did not refresh itself. Log out of both Navy eLearning and NKO and start a new session.

3. Long waits for topic content to fill in on page

- Try clicking on back arrow or "Back", then click on the forward arrow